

Sanitized - Approved For Release

~~SECRET~~

A-RDP79-01096A000100050013-6

*h/k B/H/ procedures**Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Map Division

~~CONFIDENTIAL~~

DATE: 15 December 1949

FROM : Chief, Map Intelligence Branch

SUBJECT: Regulations and practices in effect in utilizing intelligence information contained on maps and documents from sources that should not be revealed.

1. The problem of citing maps and documents whose sources should not be revealed is purely hypothetical as far as the Map Intelligence Branch is concerned. To date, there has been no occasion to give any such citation. Should an occasion arise, the citation would be masked in such a way that people entitled to see the report could locate it at the library where it is deposited. This practice was developed while the Branch was a part of the State Department.

2. Maps and documents from secret sources are cited by library call number or by serial number. The same practice would be employed regardless of whether map and document were filed together or separately. Any item deposited in the CIA Map Library would have a CIA Map Library reference, and any item in the main CIA Library would have a CIA Library reference. In this way a reader could easily locate the map or document, but it would be the responsibility of the library to see that no unauthorized person was allowed to see the material.

3. Any item in the map library has a call number that can be cited, e.g., CIA Map Library - 65841.

4. A CIA report is cited by series and serial number, e.g., CIA - M12.  
25X1A

5. Special types of intelligence information are identified by classes, such as [REDACTED] Hypothetical examples are given below:

CIA Library - [REDACTED]  
CIA Library - [REDACTED]  
CIA Library - [REDACTED]  
CIA Library - [REDACTED]  
CIA Library - [REDACTED]  
CIA Library - [REDACTED]

25X1A

The identity could be further concealed if only the serial number in the CIA Library were given. At present, however, we are not sure that every incoming document or map receives a serial number.

DOCUMENT NO. 12  
NO CHANGE IN CLASS. ☐

[ ] DECLASSIFIED

CLASS. CHANGED TO: TS S

NEXT REVIEW DATE:

AUTH: [REDACTED] 0100050013-6

DATE: 7-11-77 REVIEWER: 372044

~~CONFIDENTIAL~~

Sanitized - Approved For Release

~~SECRET~~

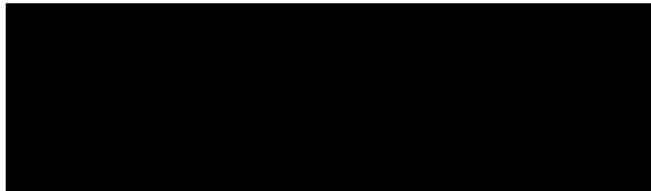
A-RDP79-01096A000100050013-6

- 2 -

~~CONFIDENTIAL~~

6. It would be highly desirable to have a standard method of masking drawn up for use in preparing CIA reports. Before such a system is drawn up, the libraries should be consulted as to their preferences.

25X1A



~~SECRET~~

~~CONFIDENTIAL~~